

## **Temporary Traffic Signs for Special Events**

Temporary traffic signs may be erected for a limited period to guide traffic going to special events, such as major sporting events, shows or other public gatherings that are expected to attract large volumes of traffic. Temporary signs are intended to assist road safety and reduce congestion by giving clear directions to road users seeking the best route to an event. However it should be recognised by event organisers that these Temporary Traffic signs are not opportunity to advertise their events.

Signs are not permitted within the highway without the express permission of the Highway Authority.

Applications for temporary signs to be submitted four weeks prior to the event. The proposals are to include information about the organiser, the nature of the event, the expected number of visitors and provision for car parking.

Each application will be assessed on an individual basis as there is no one standard event. The number of permitted signs for each application will be restricted to an absolute minimum.

Temporary signs are not permitted for venues that are already signed by brown tourism signs.

Temporary signs are to be displayed for the duration of the event only (maximum period of six months).

Signs should not normally be erected more than 48 hours before an event or retained more than 48 hours after it has ended.

Dates and times should not be included on the signs since the signs are not intended to advertise an event, but are for people who know about it and need guidance to the site.

The number of words on a sign should be kept to an absolute minimum. The longer the message, the longer drivers take to read it and the longer their attention is diverted from the road.

On granting permission of a signing schedule the applicant is responsible for making good any damage to street furniture and statutory Undertakers' equipment resulting from the erection of the signs and must have adequate public liability insurance cover. The applicant is required to indemnify the Highway Authority against any claim arising out of an accident alleged to have been caused by the inadequacy of a temporary sign, whether in siting, visibility, insecure mounting or other cause.

## **How to apply for Temporary Traffic Signs**

If you would like to make an application for Temporary Traffic Signs for Special Events the Department for Transport Traffic Advisory Leaflet 04/11 gives advice on the circumstances in which these signs may be used, their design, construction and mounting can be downloaded along with an application form which should be returned to Northumberland County Council . (e-mail address: [highwaysdesign@northumberland.gov.uk](mailto:highwaysdesign@northumberland.gov.uk) Postal address: Sustainable Transport, Project Planning Team, Directorate of Local Services, Northumberland County Council, County Hall, Morpeth, Northumberland, NE61 2EF)





